



THE WHITE HOUSE

WASHINGTON

March 21, 1977

MEMORANDUM FOR:

The Vice President  
The Secretary of State  
The Secretary of Defense

ALSO: The Secretary of the Treasury  
The Attorney General  
The Secretary of Interior  
The Secretary of Agriculture  
The Secretary of Commerce  
The Secretary of Transportation  
The Director, Office of Management  
and Budget  
The Director, Arms Control and  
Disarmament Agency  
The Chairman, Joint Chiefs of Staff  
The Director of Central Intelligence  
The U.S. Representative to the  
United Nations  
The Chairman, Council of Economic  
Advisers  
The Assistant to the President for Energy

SUBJECT: Scheduling of PRC and SCC Meetings

The usefulness and effectiveness of PRC and SCC meetings have been seriously hampered because PRM responses and other studies have been reaching participants often as late as the day of the meeting itself. Henceforth, no PRC or SCC meetings are to be held unless the Principals have received the pertinent papers two days prior to the scheduled meeting.

Zbigniew Brzezinski

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